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MAR 11 1954

MEMORANDUM FOR: Chief, Plans, Research and Development Staff

SUBJECT: Preparation of OPM, or Re-write of PDM 50-52

1. Will you please have an OPM prepared covering the following type of situation: OCD's recent request for a new T/O provided [REDACTED] over and above their normal T/O request) for the purpose of double slotting in order that they might maintain their current strength at the actual figure, [REDACTED]

25X9

25X9

2. A-DD/A did not feel that this was necessary and called a meeting of A-DD/A, AD/P, DDI/Admin and OCD. At this meeting it was agreed that instructions would be issued within the Office of Personnel whereby the various elements of DD/I would be permitted to overlook and double slot by the IA method and actually exceed their ceiling for the individual DD/I elements as long as the overall DD/I on-duty ceiling was not exceeded. This agreement covers IAable positions (group jobs) only and does not provide for double incumbency of high technical or supervisory positions unless definite assurance is given that the office concerned has submitted a personnel action transferring one of the individuals out of the slot or has an actual resignation on hand; in which event it was agreed that double slotting would be permitted for a 30-day period on this type of position.

3. The instructions should also cover the point that the Placement Officer servicing the DD/I organizational component concerned would be advised as to the need for exceeding the ceiling and double slotting on unusual or unique cases.

4. Will you please draft this OPM and let me review in draft form.

25X1A

[REDACTED]  
George L. Maloon  
Deputy Assistant Director  
for Personnel

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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	C/PRDS 218 Curie	<i>JX</i>	12 Mar.
2	<i>AC/Pls</i>		
3			
4			
5			
FROM		INITIALS	DATE
1	DAD/P		
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: *Please setup a project & deadline with Nancy. Also - coordinate this with [redacted] he has a copy.*

*Project No. 227*

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